



CYNTHIA A. HARDING, M.P.H.
Interim Director

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June 1, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

A handwritten signature in blue ink that reads "Cynthia A. Harding". The signature is written in a cursive, flowing style.

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE AMENDMENT NUMBER 2 TO MASTER AGREEMENT WORK ORDER NUMBER PH-001420-W4 WITH MIDCOM, A DIVISION OF HKA ENTERPRISES, INC., FOR TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute amendments to Master Agreement Work Orders (MAWO) for temporary personnel services that increase or decrease each Work Order maximum obligation in amounts not to exceed \$399,999 annually, contingent upon the availability of funds, subject to review and approval by County Counsel, and notification to your Board.

On August 8, 2012, the Director of the Department of Public Health (DPH) notified your Board that he was exercising delegated authority to execute MAWO Number PH-001420-W4 with Midcom, a Division of HKA Enterprises, Inc. (Midcom) for temporary personnel services in the amount of \$383,905, effective August 13, 2012 through August 14, 2014, 100 percent offset by Centers for Disease Control and Prevention (CDC) funding awarded through a Subcontract Agreement with Healthy Housing Solutions, Inc. (Solutions). The MAWO provided three temporary personnel (Epidemiologist, Epidemiology Analyst, and Intermediate Typist Clerk) to support the Multi-Unit Housing (MUH) Study which evaluates exposure to secondhand smoke in multi-unit housing.

On August 8, 2014, the Director of DPH notified your Board that he was exercising delegated authority to accept Amendment Number 1 to the Subcontract Agreement with Solutions to extend the funding term through September 26, 2016, for a revised term of August 15, 2011 through September 26, 2016, to continue support of the MUH Study. This 25 month no-cost extension was authorized as a result of delays associated with the initial review and approval of the study design by the CDC and other approving authorities.

Each Supervisor
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On August 12, 2014, the Director of DPH notified your Board that he was exercising delegated authority to execute Amendment Number 1 to MAWO Number PH-001420-W4 with Midcom to extend the term through September 26, 2016 (in the amount of \$182,092 in unspent funds) to support one of the original three temporary personnel (Epidemiologist) to complete the MUH Study.

Under the delegated authority referenced above, I will execute Amendment Number 2 to MAWO Number PH-001420-W4 with Midcom to fund and fill for the first time the original Epidemiology Analyst temporary personnel item, effective upon execution through September 26, 2016 in the amount of \$84,306. In preparation for the final phase of the MUH Study, the Epidemiology Analyst will assist with data collection and evaluation activities.

County Counsel has reviewed and approved the MAWO amendment as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:fs
DA #03311

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors